



Project Development Guide

Application Package

- SF-424 “Application for Federal Assistance”
- Project Budget (including SF-424A and Budget Narrative)
- Project Narrative
- Attachments to the Project Narrative

Use the following guide for preliminary project development in advance of applying for the WORC Grant Program.

1. General Requirements

- Does the applicant have a DUNS Number?
- Is the applicant registered with the System for Award Management (SAM)?
 - Is the applicant’s SAM registration “active”?

2. Application Screening Criteria

- Review the application screening criteria in the FOA (pg. 8). Will the applicant meet all of these requirements? If not, what is missing?

3. Project Summary

- Briefly describe the proposed project concept.
- Who is the applicant?
- Is the applicant located in the DRA or ARC regions? If so, where?
 - Is the applicant located outside of the DRA or ARC regions? If so, where?
 - How will the applicant be serving participants located in the DRA or ARC regions?
- What community(ies) or region will the project serve?

4. Eligible Applicants

- Is the applicant eligible according to the list provided in the FOA?
- Is the applicant including other partners? If so, who are the other partners?

5. Eligible Activities

- Is the applicant providing one or more of the following services or activities? If so, which one(s)?
 - Training and Work-based Training Models
 - Other Employment-Related Activities
 - Proposed Innovative Service Delivery Strategies
 - Participant Support Services
 - Outreach and Interagency Coordination
 - Purchasing Equipment and Making Renovations
- Briefly describe how the applicant will provide one or more of these services and activities.
 - If providing more than one of these services or activities, describe how the applicant will coordinate implementation.

6. Project Purpose

- Does the proposed project address one or both of the intended outcomes outlined in the FOA? If so, how?
 - Economic and Workforce Development Alignment and Integration
 - Consortia and Strategic Partnerships
- What are the specific workforce needs of local or regional employers in the proposed project area(s)?
- What types of individuals will the proposed project target for participation in the workforce program?
 - What is the planned approach for identifying and enrolling eligible participants?
- Is the proposed project aligned with an economic development plan? If so, which one?
 - How does the proposed project support specific portions of the economic development plan?
- Is the proposed project aligned with DRA's Regional Development Plan III (visit www.dra.gov/plans)?

- How does the proposed project support specific portions of RDP III?
- Is the proposed project serving an area located in a designated Opportunity Zone?

7. Period of Performance

- How long will the proposed project take to complete?
- Can the proposed project feasibly be completed in 36 months or less?

8. Expected Outcomes, Outputs and Sustainability

- What are the outcomes of the proposed project?
Note: Outcomes are the measurable results of the project, such as the number of people obtaining new jobs or receiving certification.
 - What is the anticipated # of participants receiving training and other services?
 - What is the anticipated # of employers receiving services?
- What are the outputs of the proposed project?
Note: Outputs are tangible products or services that result from the project, such as new training programs and curricula.
 - Will there be development of a new certification program(s)?
 - Will new curricula to be developed? If so, what kind specifically?

Note: Applicants should locate contact information for their state workforce agency since they will need to work with these respective entities for outcomes and reporting.

9. Project Description

- What specific type(s) of education, training, and other activities will the proposed project address?
- What is the proposed project area's skills gap?
 - What type(s) of skilled workers do local employers need?
- Are program participants considered one or more of the following: New Entrant to the Workforce, Dislocated Worker, or Incumbent Worker?
 - Is the program targeting one or more of these categories?

- If so, which worker category(ies) will the program impact (e.g., what type of individuals will receive training and other employment-related services)?
- What is the proposed scope of work?
 - What is the timeline for each major task?
- What is the timeline overall?
- How will the proposed project ensure achievement of the proposed outcomes?
- Which partners are involved in the proposed project?
 - Describe their roles.
- For the portfolio of support letters, which partners (including employers) will be included?

10. Cost Sharing and Leveraged Resources

- Is the applicant providing a match in the form of cash or in-kind resources? If so, how much cash or in-kind resources?
 - What are the in-kind resources being provided and how do they directly support the project?
- Is the applicant's partner(s) providing a match in the form of cash or in-kind resources? If so, how much cash or in-kind resources?
 - What are the in-kind resources being provided and how do they directly support the project?